

**The Hong Kong Economic and Trade Office in Geneva**  
(the official representation of the Hong Kong Special Administrative Region of  
the People's Republic of China at the World Trade Organization)

is hiring an  
**Executive Assistant**

Job description

- To provide secretarial support to officers (e.g. responding to telephone calls, scheduling appointments, preparing claims/applications, preparing meeting folders, assisting in officers' relocation to/from Geneva, etc.)
- To assist in office administration matters (e.g. human resources, management of the office building, procurement of stores, inventory management, accounting matters, etc.)
- To assist in the organisation of official functions (e.g. updating contact database, preparing invitation list, helping out at official receptions, etc.)
- To assist in maintaining the Office's filing system and file archives
- To perform any other duties as assigned by supervisors

Qualities and experience required

- Completion of secondary education or above
- Proficiency in written and spoken English and French
- Minimum two years of secretarial or administrative work experience
- Eligibility for employment in Switzerland
- Work experience in missions or international organisations in Switzerland is an advantage

Remuneration

- CHF 63,747 or above per annum depending on relevant experience
- Fringe benefits, including pension, medical insurance, sick leave, vacation leave, etc.

Interested applicants should apply in writing (enclosing motivation letter, curriculum vitae, copy of residence/work permit) by email to [hketo@hketogeneva.gov.hk](mailto:hketo@hketogeneva.gov.hk) by **26 June 2025**. Applicants who do not hear from us by 4 July 2025 may consider their application unsuccessful.